

**APPENDIX G**  
**SUBDIVISION PLAN REVIEW CHECKLIST**

<u>Yes</u>	<u>No</u>	<u>NA</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. a standard title block, contained in Appendix E, which includes: the proposed subdivision name, name and address of the owner of record, name of the subdivider and engineer or surveyor, and the date of the first draft located in the lower right corner of the plat;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. the tax map and lot number(s) of the parcel(s) being subdivided and the zoning districts within which it is located;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. the signature of the owner or his/her designated (in writing) representative;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. the seal and signature of a land surveyor licensed in the state of NH;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. the seal and signature of a professional engineer licensed in the state of NH (where required for engineering designs);
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. horizontal scale not to exceed 100 feet to the inch;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. a bar scale for the plat;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	i. sheet size 22 x 34 inches;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	j. separate sheets shall be numbered consecutively, showing their relationship to each other;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	k. a margin of at least 1 inch shall be provided outside ruled border lines on 3 sides and at least 2 inches along the left side for binding;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	l. the purpose of the subdivision;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	m. lots will be numbered consecutively starting with 1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n. signature block located in the lower right above the title;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	o. place for the recording of the HCRD number and date recorded above the signature block;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	p. a locus map depicting the site with regard to surrounding development at a scale of 1 inch equals 2,000 feet;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	q. north arrow;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	r. a revision block sectioned off to record the date and the changes of each revision; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	s. a "notes" section for information relative to the plan.

**520.00      *Abutting Property Information.***

The following information shall be provided on the plat for all abutting properties:

<u>Yes</u>	<u>No</u>	<u>NA</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. tax map and lot numbers;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. the names and addresses of owners of record;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. abutting subdivision names;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. the names, locations and dimensions of existing streets, easements, setbacks, alleys, parks and public open space;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. the location of existing buildings, septic system leachfields, water supply wells and protective well radii within 100 feet of the property boundaries;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	f. the location of property lines; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	g. the location of existing driveways within 200 feet of the property boundaries.

**LITCHFIELD LAND USE LAWS AND REGULATIONS**  
**APPENDIX G- Subdivision Plan Review Checklist**

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**530.00 Subdivision Information.**

The applicant shall provide the Board with the following information regarding the parcel to be subdivided.

Yes   No   NA

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. A copy of the deed for the parcel(s) being subdivided.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. A boundary survey for the entire parcel including bearings, distances and the location of permanent markers with a maximum error of closure of 1 part in 10,000.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. The locations, bearings and distances of proposed lot lines, including length of frontage on a public right-of-way, and the location of monuments, pins and drill holes clearly and accurately identified on the plan.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. The area of all proposed lots denoting wetland area, dry area and total area (in acres).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. Existing and proposed topography for the entire parcel with contour intervals not to exceed 5 feet.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. The location of the 100 year floodplain as designated on the National Flood Insurance Program, Flood Insurance Rate Maps for the Town of Litchfield.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. Soil types and location of soil boundaries as delineated on the SCS Soil Survey Maps.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h. The location of existing and proposed water bodies, watercourses, wetlands, rock/ledge outcrops or other significant natural features. Any areas proposed for dredge and fill shall be noted on the plat.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. Show the locations of existing and proposed stump disposal areas.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | j. Any easements, buildings, utility lines or other features existing on the parcel.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | k. The location of existing and proposed water, sewer and drainage systems accompanied by plans for the proposed system indicating interconnections, profiles and elevations; drainage plans will be based on a 25 year storm.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | l. If public water is proposed for use, a letter from the water company stating the availability of and the intent to provide service.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | m. Erosion and sediment control plans based on a 25 year storm event in accordance with the standards in Appendix E.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | n. Existing and proposed plans for telephone, electric and other public utilities with a letter of intent from the utility companies to provide service.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | o. If on-site water is to be provided, the locations of proposed water supply wells, protective well radii and any proposed well radii easements.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | p. If on-site waste disposal is to be provided, the locations of the 4,000 square foot septic reserve area, test pits and test pit information for each lot.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | q. The locations and specifications for fire protection - fire hydrants, fire ponds or cisterns.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | r. The center line of all roads shall be indicated with 150 foot increments delineated and house numbers assigned.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | s. The locations, names and widths of existing and proposed streets and highways showing grades, radii, culvert locations, bridge designs and connecting stubs in conformance with the standards set forth in Appendix A.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | t. Proposed driveway locations.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | u. The locations and dimensions of any proposed easements.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | v. The location of all parcels of land to be dedicated for public use.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | w. If the proposed subdivision covers only a portion of the entire tract, a statement concerning the intended future use of the remainder and a sketch of the prospective future street system. The street system for the submitted portion will be considered with regard to adjustments and connections with the street system for the entire parcel. |

**LITCHFIELD LAND USE LAWS AND REGULATIONS**  
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**Yes**   **No**   **NA**

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | x. The existing zoning district boundaries as designated on the Town of Litchfield zoning map.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | y. Any revisions made to any sheets are to be so noted in the revision block.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | z. A Curb-cut Approval Permit from the NH Department of Transportation for subdivision driveways and/or streets accessing a state highway or state maintained road.                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | aa. Copies of all federal, state and local permits which may be required for the project including:  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1) NH Department of Environmental Services (DES) Water Supply and Pollution Control Division (WSPCD) Subdivision Septic Approval Permit,   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2) NH DES WSPCD Site Specific Permit,  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3) NH Wetlands Board Dredge and Fill Permit, and   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4) Army Corps of Engineers Dredge and Fill Permit.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ab. A letter from the Fire Chief stating that proposed water supplies provide sufficient volume, pressure and flow for fire protection and that access for emergency vehicles is adequate. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ac. The proposed use of the subdivision (i.e. single-family, duplex, industrial).  |

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